**M2P PLC Meeting Agenda**

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| **Segment** | **Process** | **Time** |
| One Minute Whine | * Each person has an opportunity to switch gears after the school day, celebrations and frustrations are shared and not recorded. * Revisit group norms and choose one norm to focus on for this meeting as a PLC. Group agrees on focus for meeting. | 5  min |
| Action Plan Reports | Each participant gives a summary of Action Plan implementation. *Timekeeper* allocates time to each person equally.  Report includes the following information:   * What change did you make?   After making the change:   * What do most of your students know or what are most of your students able to do? * What are some problems or misunderstandings your students still have? * What do most of your students still need to know or what skills do they need to develop?   Group brainstorms possible next steps for teacher action plan. | 15  min |
| Overview Reading | Individually look over the discussion questions for the chapter. | 3  min |
| Reading and Discussion | Each participant reads chapter and thinks about discussion questions individually.  Facilitator works with timekeeper to ensure all questions are discussed and each person has an opportunity to contribute to the discussion. | 80 min |
| Action Planning | Each teacher develops a Teacher Instructional Action Plan based on the reading assignment and the **Before the next PLC meeting** section of the PLC meeting.  After each person individually develops an action plan, action plans are shared with the rest of the PLC for feedback.   * Does the implementation of the action plan make logical sense? Are there potential barriers? Has anyone in the PLC tried something similar so has lessons learned to report? * Is it possible for a PLC member or principal to observe implementation of the action plan and provide feedback? If so, make a specific plan for that to happen. * Does the evidence collection plan seem likely to get at student understanding of the intended learning? * How will the collected evidence be reported on? | 15  min |
| Review of Meeting | * Facilitator commits to send reminder at least two school days before the meeting. * Recorder sends copies of PLC Documentation form and Teacher Instructional Action Plans to Shannon. | 2  min |